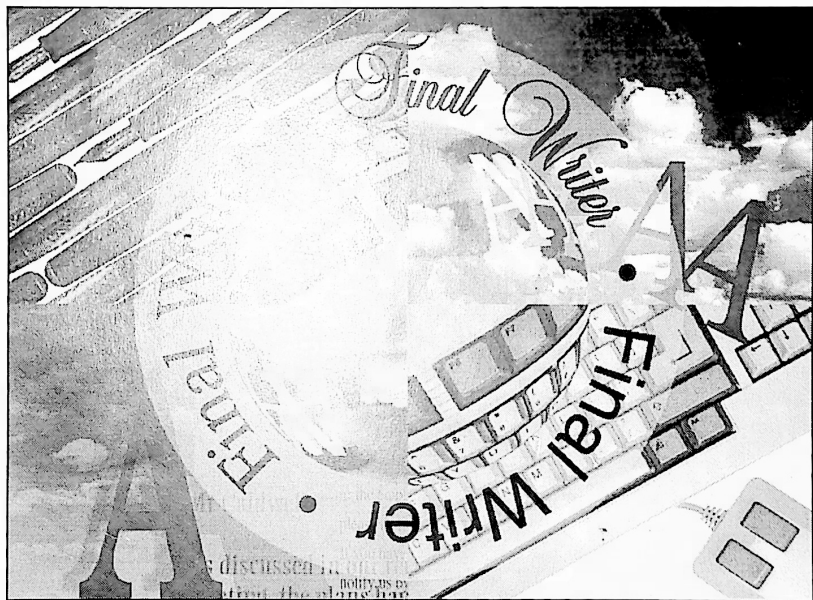


# *Final Writer*

Release 3



User Manual Addendum



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# Table of Contents

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## Addendum

Undo/Redo commands .....	2
Font/Style strip .....	2
Easy Bold, Italic, and Underline .....	3
Floating palettes .....	3
Selective display of master pages .....	4
New Page formats .....	5
Auto-Save without requester .....	5
Triple and Quad click commands .....	5
SHIFT key extended selection .....	5
Enhanced text selection .....	6
Drag and Drop text editing .....	6
Easy Header/Footer creation .....	7
Easy page numbering .....	8
Final Data interface .....	8
Polygon graphic tool .....	9
Special shapes .....	9
Drawing empty and filled arcs .....	10
"Section Setup" requester .....	11
"Page Setup" requester .....	12
"Display Preferences" requester .....	12
"Speller Preferences" requester .....	13
"Hyphenation Preferences" requester .....	13
"Easy Header/Footer" requester .....	14
"Easy Page Number" requester .....	14
"Layout" menu .....	15
"Document Preferences" requester .....	15
Type and Spell .....	15
Multiple language support .....	16
Preference name changes .....	16
Troubleshooting .....	16

## Index

# Addendum

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Many improvements and modifications have been made to Final Writer since its original version was released in October 1993. This addendum describes those features and should be used as a supplement to the original Final Writer User Manual. If there is a conflict between the addendum and the user manual, the addendum will contain the correct description. This addendum covers all features added to Final Writer in Release 2 and Release 3.

## Undo/Redo commands

The "Undo" command instructs Final Writer to reverse the most recently completed command or action whether it be typing, editing or formatting information. When an action or command is reversed through the "Undo" feature, Final Writer returns the document to its original status prior to the reversal.

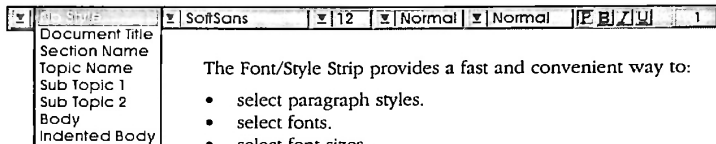
When Final Writer reverses an action, the action is retained in memory in case you want to "Redo" it. The "Redo" command instructs Final Writer to perform an action or command that was previously reversed by an "Undo" command.

The "Undo" and "Redo" commands are found in the "Edit" menu. Normally you will see the words "Undo" and "Redo" accompanied by some action such as "Undo Typing" or "Redo Formatting." Generally you can undo a command as long as you have not performed another command or action. For example, if you change the size of text, you can undo the size change as long as you do not type additional characters. If you perform an action that is not supported by undo, the menu item will read "Can't Undo."



## Font/Style strip

The Font/Style Strip is a new command strip that can appear at the top of a document's window. In the Final Writer User Manual, all illustrations containing a document window show the original command strip that is now named the Tool strip. Only one command strip can be visible at a given time.



The Font/Style Strip provides a fast and convenient way to:

- select paragraph styles.
- select fonts.
- select font sizes.
- change text position.
- change text case.
- set text style to any combination of bold, italic, and underline.

The command strip option can be set for the document using a menu command, or as a preference item through the "Display Preferences" requester.



"Bold" icon

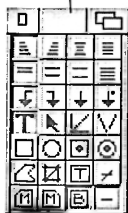
## Easy Bold, Italic, and Underline

When the Font/Style strip is visible you can click on icons to change text to different combinations of **bold**, *italic*, and underline. The bold, italic, and underline icons operate on text in a similar manner as do items in the "Text" menu. If text is selected when an icon is pressed, the selected range of text is affected. If text is not selected when an icon is pressed, new characters typed at the current insertion point will reflect the state of the icons.

The "B" icon sets text to **bold**, the "I" icon sets text to *italic*, the "U" icon sets text to underline, and the "P" icon is used to set text to its plain version. Clicking on the "P" icon removes any bold, italic, or underline attributes. Combinations of the "B", "I", and "U" icons are allowed. For example, to set text to ***Underline***, click on both the "B" and "I" icons.

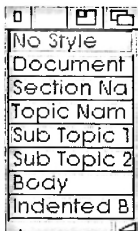
Previously to set text to bold, italic and bold-italic it was necessary for you to open a font designed for bold, italic, or bold-italic. Final Writer still must open a font in order to draw text in one of these styles, but now all you have to do is click on an icon. When you click on one of these icons, Final Writer uses the font name to determine if the font is bold, italic, or bold-italic. For example, SoftSans-Bold is the name of the font Final Writer looks for when searching for the bold version of SoftSans. It is possible that a font you may be using does not have one of the bold, italic, or bold-italic fonts available. Furthermore, the bold, italic, and underline icons only work with NimbusQ and Type1 fonts—not Compugraphic fonts.

Tool palette

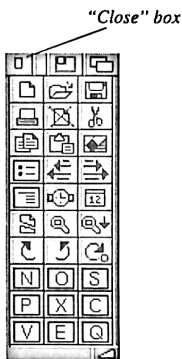


## Floating palettes

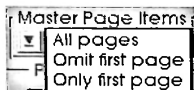
There are now three palettes available from which you can select tools, user buttons, and paragraph styles. You have the option of showing or hiding these palettes by choosing the appropriate menu command from the "View" menu. Once a palette is shown, you can move its window anywhere on the screen. You can also size the "User Button" and "Paragraph Styles" palettes. When you quit Final Writer, the program will remember which palettes were open, where they were on the screen, and their sizes. The next time you start Final Writer, the palettes will be automatically restored to their saved size and position.



*Paragraph Styles palette*



*User Button palette*



Palettes are shared between document windows. If you have more than one document window open, only one set of palettes will be used. When you activate a document window, the appropriate settings in each palette will be selected to agree with that document. When you choose an item in a palette, the document window will remain active. However, if you click on a palette's title bar, or change the size of a palette, the palette window becomes active. When this occurs, you must click the mouse on the title bar of your document window to reactivate the document window.

Palettes can be positioned and sized with the mouse. You can also position and size palettes using the keyboard as follows:

- Left, Right, Up, and Down arrows move palettes in medium sized increments.
- Ctrl along with Left, Right, Up, and Down arrows move palettes in one-pixel increments.
- Shift along with Left, Right, Up, and Down arrows move palettes to either side of the screen.
- Space bar sizes the palette's window to exactly fit the buttons shown within it.

All of the above keyboard manipulations require the palette window to be active.

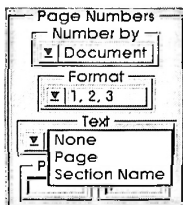
Palette windows may be closed by:

- Choosing the appropriate "Hide" command from the "View" menu.
- Clicking in the palette window's "Close" box.
- Pressing the "Esc" key when a palette window is active.

## Selective display of Master Pages

Previously, master page items were included on each page of a section or document. Now you have the option of displaying master page items on all pages, only the first page, or on all pages except the first page. A typical use for this new feature would be to hide a page number on the first page of a document, but show it on succeeding pages. Another use might be to show a letterhead on the first page of a document, but not on succeeding pages. This new option is set in the "Section Setup" requester and also in the new "Easy Page Number" requester.





## New Page formats

Now there are two new options for formatting page numbers. One option instructs Final Writer to automatically place the word "Page" before a page number. The other option instructs the program to place a section name with the page number. When the latter option is chosen, the program will put the section name on the left side of the page number on right-sided (odd) pages, and on the right side of the page number on left-sided (even) pages. This "Section Name" option is the one used for formatting the page numbers in this addendum.



## Auto-Save without requester

Originally Final Writer's auto-save feature worked by displaying a requester asking you if it was all right to save the document once the appropriate time had elapsed since the document was last saved. Now you can instruct Final Writer to automatically save a document without displaying the requester. This new option is set in the "Document Save Preferences" requester.

## Triple and Quad click commands

The following mouse click options are now available:

- Single-click** - Sets insertion point in text.
- Double-click** - Selects the current word.
- Triple-click** - Selects the current sentence (New).
- Quad-click** - Selects the current paragraph (New).

## SHIFT key extended selection

A range of text can be selected by first clicking the mouse where you want the selection to begin. Then while holding down the SHIFT key, click the mouse where you want the end the selection. This feature is useful when the range to be selected spans more than one screen of text. It is faster than dragging the mouse through several pages of text to be selected.

## Enhanced text selection

When dragging the mouse to select text, text added to the selected range now depends upon any multi-click operation that started the selection. For example, to select whole sentences at a time while dragging the mouse, first triple-click to select a sentence and before you release the mouse on the third click, begin to drag the mouse over the remaining text to be selected.

## Drag and Drop text editing

Drag and Drop editing is a shortcut for moving a block of text within a document. Previously, your only choice of moving a block of text was to select the text, choose "Cut" from the "Edit" menu, click the mouse where the block of text was to be moved, and choose "Paste" from the "Edit" menu. Now all you have to do is select the text and drag it to its new location.

### **To move a block of text using the drag and drop feature:**

---

- 1. Select the block of text to be moved.**
- 2. Press the mouse within the selected text and while holding down the mouse button, drag the mouse so that the insertion mark is where you want the block to be moved.**
- 3. Release the mouse button.**

The program will move the block of text and redraw the window.

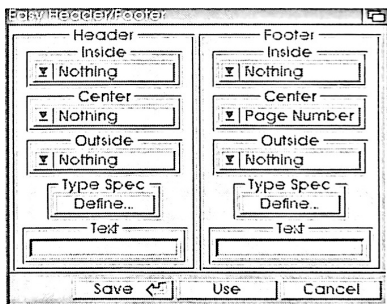
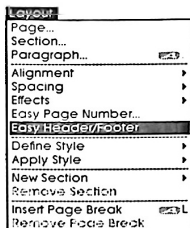
# Easy Header/Footer creation

Not everyone cares to learn about master pages in order to create headers and/or footers in their document. Final Writer now lets you easily create a simple header and/or footer in a document.

## To create a header and/or footer in your document:

1. Choose "Easy Header/Footer..." from the "Layout" menu.

The program will display the "Easy Header/Footer" requester.



2. Indicate elements you want in your header and footer using the requester.

You can specify that either a Page Number, Section Name, or text is to appear in either the left, center, or right of the header and/or footer. If you choose the "Text" option, the program will use whatever is typed into the "Text" data entry area. Use the "Type Spec - Define" button to specify the type of font you want to use for the header or footer.

3. Click on "Save" or "Use."

If you click on "Save" the settings made will be saved as defaults for new documents. If you click on "Use," the settings will only affect the current document.

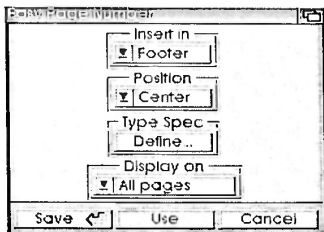


## Easy page numbering

The simplest way to number a document's pages is to use the Easy Page Number feature. Using this requester you can specify the position of an automatic page number including whether it is to appear on all pages, only the first page, or on all pages except for the first page.

**To create an automatic page number in your document:**

1. Choose "Easy Page Number..." from the "Layout" menu.



2. Indicate where and how you want the page number to appear using the requester.
3. Click on "Save" or "Use."

If you click on "Save," the settings made will be saved as defaults for new documents. If you click on "Use," the settings will affect only the current document.

## Final Data interface

Final Writer's "Print Merge" feature now works directly with databases created in SoftWood's Final Data database manager as well as ASCII files. If you use Final Data, you can "Print Merge" with Final Writer without going through the extra step of saving an ASCII data file within Final Data. When you specify the file name to be used (See "Print Merge" in the Final Writer User Manual), the program will automatically detect it as a Final Data database rather than an ASCII file. You do not have to do anything special to indicate the file is in Final Data format.

## Polygon graphic tool

A new polygon graphic tool lets you draw straight line bordered shapes of any type. For example, using the polygon graphic tool you can create stars, diamonds, triangles, or any other shape that is formed with three or more straight lines.

### To create a polygon:

1. Choose the "Polygon Tool" icon from either the Tool Strip or the Tool Palette.
2. Click the mouse within the document where you want to start drawing and release the mouse.

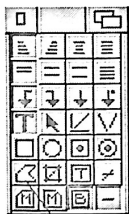
Unlike the other graphic tools which require you to press and drag the mouse while drawing, polygons are drawn by clicking the mouse where line segments are to begin and end.

3. While the mouse button is up, move the mouse to where you want the current line segment to end.

While you move the mouse, the program will draw a dashed line to represent the line segment.

4. Complete the polygon by eventually clicking the mouse over the point that started the polygon.

The program will now draw the polygon and flow text around it according to the default polygon settings as specified in the "Shape Settings" requester.



"Polygon" icon



## Special graphic shapes

You can use Final Writer's special rectangle and oval tools to create your own shapes using a rectangle, rounded-corner rectangle, oval, or filled arc as the starting shape. The shapes you can draw are limited only by your imagination. Line thickness, text flow, and other attributes depend upon default preference settings defined in the "Shape Settings Preferences" requester.

### To create a shape using the special rectangle or oval tool:

1. Choose one of the special shape icons in either the Tool Strip or Tool Palette.



2. **Press the mouse in the document where you want to begin drawing, and while holding down the mouse button, drag the mouse to draw the object.**
3. **Release the mouse button when the starting object is as large as you want it to be.**
4. **Click the mouse on the “Select” tool.**
5. **Click the mouse on the object to be manipulated.**  
Final Writer will draw several control points around the object. These control points can be used to change the shape of the object.
6. **Press the mouse on one of the control points and drag the mouse to the desired location.**
7. **Release the mouse button when the control point is where you want it.**

#### **To resize a special shape:**

---

1. **Click the mouse on the shape to be resized.**
2. **While holding the SHIFT key down, press the mouse on one of the selected shape’s control points, and drag the mouse.**

As you drag the mouse the program will draw an outline of the resized shape.

3. **Release the mouse button.**

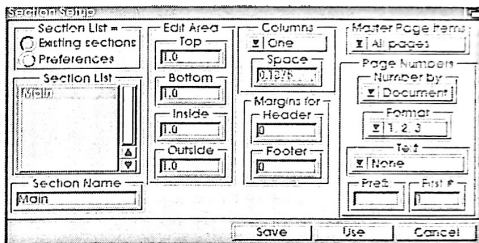
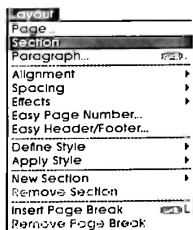
Final Writer will redraw the window with the shape resized.

## **Drawing empty and filled arcs**

Empty arcs can be drawn using the Oval tool while holding down the ALT key. Filled arcs can be drawn using the Special Oval tool while holding down the ALT key. To draw either type of arc, be sure the ALT key is held down while drawing the oval. When you release the mouse button, an arc will be drawn rather than an oval.

## “Section Setup” requester

The original “Section Setup” requester has been modified to support new features and make defining page numbers easier.



New objects within the “Section Setup” requester are:

### Master Page Items

This option defines whether or not master page items are to appear on all pages, only the first page of a section, or on all pages with the exception of the first page.

### Number by

This option defines whether the document is to be numbered by document or section.

### Format

This defines the format of page numbers.

### Text

This defines text that Final Writer is to include when creating page numbers. “Page” results in the word “Page” being inserted before the actual page number. “Section Name” results in the name of the section being inserted along with the page number. When “Section Name” is selected, the section’s name is placed to the left of the page number on right-sided (odd) pages, and to the right of the page number on left-sided (even) pages.

### Prefix

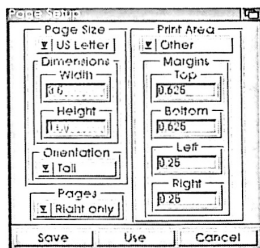
Any text you place in this data entry area will be inserted before the page number.

### First #

This is the number to use for the first page of the section when numbering by section, or for the first page of the document when numbering by document.

## “Page Setup” requester

The original “Page Setup” requester has been modified by removing the page numbering objects and placing them in the “Section Setup” requester.

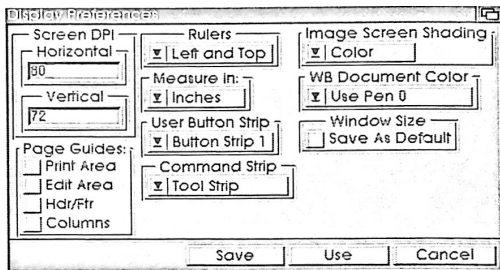


## “Display Preferences” requester

The original “Display Preferences” requester has been modified to support new features. New objects within this requester are:

**User Button strip** This option defines which, if any, user button strip should appear at the top of each document window.

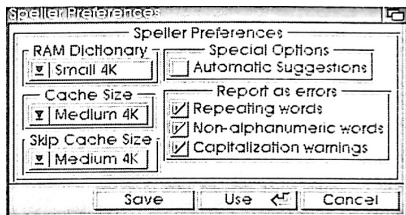
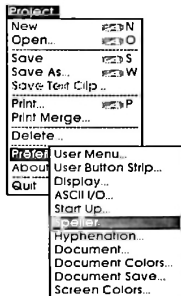
**Command strip** This option defines which, if any, command strip should appear at the top of each document window.





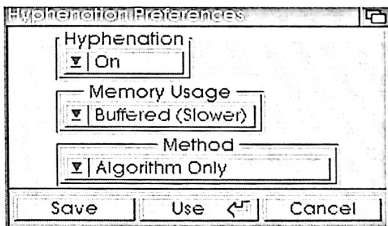
## "Speller Preferences" requester

The original "Speller/Hyphenation" requester has been modified by removing the hyphenation options and placing them in their own requester.



## "Hyphenation Preferences" requester

This is a new requester that was created from the hyphenation preference settings that were in the original "Speller/Hyphenation" requester.

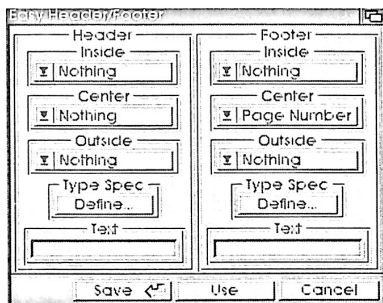


The following new object has been added to the hyphenation preference settings:

**Method** This indicates how Final Writer determines how to hyphenate words. "Algorithm only" is faster, but "Dictionary only" is usually more accurate. When "Dictionary and Algorithm" is selected, if the word cannot be found in the dictionary, the algorithm method is used.

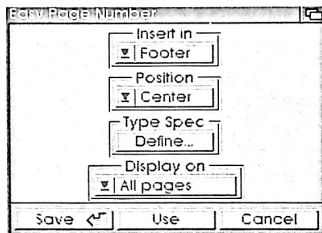
## “Easy Header/Footer” requester

This new requester is used to define simple headers and footers without working directly with master pages. This requester is described earlier in the addendum.



## “Easy Page Number” requester

This new requester is used to define document page numbering without working directly with master pages. This requester is described earlier in the addendum.



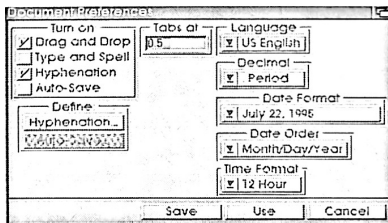


## “Layout” menu

The “Layout” menu has been modified to support new features and to make operation of existing features easier.

## “Document Preferences” requester

The old “Document Item Preferences” requester has been renamed and enhanced with new preference options. The new name of the requester is “Document Preferences.”



The following objects have been added to this requester:

### Turn on

Use this setting to turn on or off various typing and editing features.

### Define

Use the buttons in this object to define options for some of the features that are turned on in the “Turn on” object.

### Language

This preference item is used to specify the language to be used for spelling, thesaurus, and hyphenation.

## Type and Spell

Release 3's “Type and Spell” feature will flash the screen whenever you type a word that Final Writer cannot find in its spelling dictionary. Before the program checks a word, it waits for you to enter some character that cannot be part of a word (space, period, comma, etc.). The “Type and Spell” feature is turned “on” or “off” in the “Document Preferences” requester.

## Multiple language support

Prior to Release 3, Final Writer was created so that its speller, thesaurus, and hyphenation databases were the same as the screen text's language. Therefore, it was not possible for a German version of Final Writer to use the English spelling dictionary to spell check an English document. Currently Final Writer Release 3 can access databases of the following languages:

- US English
- British English
- Canadian French
- European French
- German
- Norwegian

In order for more than one choice to be available in this option, you must have the files of other languages in the FWSpell and FWThes drawers. Only one set of language files come with Final Writer. Other language files are available for a small fee from SoftWood. Call 1-800-247-8330 for pricing information. Instructions for installing multiple languages accompany each language purchased. The language you want to use is specified in the "Document Preferences" requester.

## Preferences name changes

The "Preferences" sub-menu has been changed as follows:

- "Speller/Hyphenation" preferences are now two items.
- "Document Item" preferences are now "Document" preferences.

## Troubleshooting

This is a collection of frequent requests SoftWood receives for technical support. Each problem described refers to one or more solutions from the "Solutions" list. Some problems may have solutions other than the ones indicated, so reading all of the solutions may be helpful.

**WARNING!** Some solutions involve potentially dangerous consequences for your computer system if you don't know what you are doing. If you have any reservation about following a solution, or have any question at all, you should call for technical support.

## Problems

1. The installation (or any) program continues to prompt for a specific disk even though the disk appears to already be in the drive. Solution: **(1)**
2. The installation stops (disk 5 on FinalWriter) or is unsuccessful. Solution: **(2)**
3. Cannot run program. When launching the program (double-clicking on the program icon), it appears to start, but then it does not start. Solutions: **(3) (1)**
4. You receive a disk error when using one of the disks supplied with your SoftWood product. Solution **(4)**
5. If you open a document created by Final Copy whose custom print width is wider than the custom print height, Final Writer perceives it as tall. Solution: **(5)**
6. The printed output has an incorrect page size on PostScript printers. Solution: **(6)**
7. Only the first part of a document prints. Solution: **(7)**
8. The printer stops at the end of the first page. Solution: **(8)**
9. On printed output, some of the characters are split. Solution: **(9)**
10. Cannot load Workbench fonts. Solution: **(10)**
11. The printed output is "garbled" or "just not right." Solution: **(11)**
12. My columns are not in alignment. Solution: **(12)**

## Solutions

- (1)** The name of the disk is not correct. The disk was probably copied or renamed and a leading, trailing, or embedded space is in the new name.
- (2)** Make sure you have the correct version of Workbench. Final Writer requires version 2.04 (System Library Version 37.67) or higher. Version 2.01 does not meet the version requirement.
- (3)** Most of the time one of the system files was replaced with an older version by some installation procedure. The most common file that gets replaced is "diskfont.library" which is located in the SYSTEM:LIBS drawer.

- (4) For new disks, return the disks and proof of purchase to SoftWood for a free replacement. For "used" disks, return the disks and \$5.00 for replacement.
- (5) To correct, access the "Page Setup" requester and set the "Orientation" setting to "Wide." This will reverse the dimension and edit area values within the requester. Next manually change them back to their original values. If you use a PostScript printer, you must also set the "Orientation" setting in the PostScript Print Preferences to "Wide."
- (6) PostScript printers require the correct tray for the size of the document to be printed (even if the printer menu or switch is set to the document's size). For example, if you specify "Print Size" as "Legal", then the printer must have a legal size paper feed tray.
- (7) This may be due to a lack of computer CHIP memory. To reduce the memory that is being used, when you start Final Writer, select "Workbench" for the "Screen Type." You can also save memory by setting all Spelling and Hyphenation preference settings to their smallest size.
- (8) Depending upon the printer, set the "Paper Feed" to "Continuous" or "Single Sheet." "Continuous" is the same as "fanfold."
- (9) The Print Area and/or Edit Area settings are probably incorrect. The Print Area defines the physical limitations of a printer, and are usually specified in the printer's manual. For most printers, the left and right Print Area settings should be .25. For continuous feed printers, the top and bottom settings are always 0. Generally for sheet fed printers, the top and bottom settings are not zero and usually have different values.

The Edit Area defines where you want to limit the document's text on a page. The top, bottom, inside, and outside values must be equal to or larger than the corresponding Print Area values. In other words, the Edit Area must not lie outside of the Print Area.

To view the Print Area and Edit Area as they are set for a document, select the Print Area and Edit Area page guides from the "Page Guides" sub-menu within the "View" menu. Make sure that the rectangle formed by the Edit Area is equal to or within the Print Area.

- (10) Workbench fonts are not readable by SoftWood products except for Compugraphic fonts that have been installed according to the Amiga's guidelines for installing fonts.
- (11) You must use the proper printer driver to obtain the best results. If you cannot locate a driver for your printer, try one of the drivers whose name appears similar to your printer. For example, the HP 560C printer will work with the HP\_DeskJet driver, but will not fully utilize the printer.
- (12) Use tab stops to align columns rather than using spaces.







## A

Auto-Save 5

## C

Command strip 12

Commands

Cut 6

Easy Header/Footer 7

Easy Page Number 8

Paste 6

Redo 2

Undo 2

## D

"Display Preferences" requester 2, 12

"Document Preferences" requester 15, 16

"Document Save Preferences" requester 5

Double-click 5

Drag and Drop 6

Drawing

arcs 10

polygons 9

special shapes 9

## E

"Easy Header/Footer" requester 7, 14

"Easy Page Number" requester 4, 14

## F

Final Data 8

Floating palettes 3-4

Font/Style strip 2, 3

Footer 7

## G

Graphics

Drawing empty and filled arcs 10

Polygon tool 9

Special shapes 9-10

## H

Header 7

Hyphenation

Algorithm only 13

Dictionary and Algorithm 13

Dictionary only 13

"Hyphenation Preferences" requester 13

## L

Language 15, 16

"Layout" menu 8, 15

## M

Master pages 7, 14

selective display of 4, 11

Menu changes

"Layout" menu 15

Multiple language support 15, 16

## N

New features

Release 2

Easy Bold, Italic, and Underline 3

Floating palettes 3-4

Font/Style strip 2

Undo/Redo 2

Release 3

Auto-Save without requester 5

Drag and Drop 6

Drawing empty and filled arcs 10

Easy Header/Footer 7, 14

Easy page numbering 8, 14

Enhanced text selection 6

Final Data interface 8

Hyphenation Preferences 13

Multiple language support 16

New Page formats 5

Polygon graphic tool 9

Selective display of master pages 4

SHIFT key extended selection 5

Special graphic shapes 9-10

Triple-click and quad-click 5

Type and Spell 15

## P

Page formats 5  
    selection of 11  
"Page Setup" requester 12  
Palettes

    closing 4  
    Paragraph Style 3, 4  
    position and size 4  
    Tool 3  
    User Button 3, 4  
"Paragraph Style" palette 3, 4  
Polygon graphic tool 9  
Print Merge 8

## Q

Quad-click 5

## R

"Redo" command 2  
Requester changes  
    Display Preferences 12  
    Document Preferences 15  
    Page Setup 12  
    Section Setup 11  
    Speller Preferences 13  
Requesters  
    Display Preferences 2, 12  
    Document Preferences 15  
    Document Save Preferences 5  
    Easy Header/Footer 7, 14  
    Easy Page Number 4, 14  
    Hyphenation Preferences 13  
    Page Setup 12  
    Section Setup 4, 11  
    Shape Settings Preferences 9  
    Speller Preferences 13

## S

"Section Setup" requester 4, 11, 12  
"Shape Settings" requester 9  
Single-click 5  
Special graphic shapes 9-10

"Speller Preferences" requester 13  
"Speller/Hyphenation" requester 13  
Spelling 15

## T

Text  
    editing  
        Drag and Drop 6  
        move a block 6  
        setting style 3  
        Type and Spell 15  
    selecting  
        double-click 5  
        enhanced 6  
        quad-click 5  
        single-click 5  
        triple-click 5  
        using SHIFT key 5

## Tool

    palette 3, 9  
    strip 2, 9  
Triple-click 5, 6  
Troubleshooting 16-19  
Type and Spell 15

## U

"Undo" command 2  
User Button  
    palette 3, 4  
    strip 12

## V

"View" menu 3